

MSC Catalog Committee Meeting

Jan. 31, 2006

Helena, MT

Present:

Sarah McHugh and Jennie Stapp* (MSC), Kim Crowley (FCL and OPAC Committee Rep.), Paulette Parpart* and Gail Hanowell (MLSA-MAIN), Janice Kalvig* (FCL), Lois Dissly* (BOZEMAN), Suzanne Goodman* (PARKHS), Carrie Nelson* (FVCC), Brenda Grasmick (MT-LAW), Vicki Dubbs* (LPL), Marilyn Trosper *(POLSON).

Not present:

Roberta Gebhardt* (MSL)

(* Committee members)

New Libraries Updates

Jenny shared that the cleanup project to remove duplicate records was finished the day before new records were uploaded and thanked the cleanup crew, followed by an update of the newest members in the MSC.

Phase 4 has brought 4 new libraries: Rosebud Co., Bicentennial library Colstrip, Plains Schools, and Pablo Elementary. An updated list of catalog mentors will be sent out.

Phase 5 is beginning which will add TRIC/PLUK- Billings, Deaconess Medical Clinic, Billings, Darby Public, and Stevensville to the consortium. Of this group, TRIC/PLUK is the only library that will be migrating records. The other three will be retro-cataloging their collection. There are funds available for one more round. Applications will have a March deadline. There may be OPI support for new school libraries.

MSC Catalog Guideline Revisions

Prior to the meeting Roberta prepared a draft of revisions to the guidelines which included updates and several appendices providing more detail instructions. (Applause for Roberta!) Discussion on draft revisions followed.

General Material Designation (GMD)

Appendix E

Edit spaces in GMD list (p.13)

Paulette found several records with [kit] GMD's during the cleanup and thought it would be good to include examples in the guidelines. [kit] is already an accepted GMD, not an enhancement, but it is important to be clear about what is considered a kit and when to include [kit] as a GMD in the title compared to using an item type/category in Workflows.

Examples: Bozeman has created book club kits which contain 10 books, discussion guides, and a variety of other items. A book, soundrecording, and accompanying puppet would also be a kit. Just a book published with a CD or cassette is not considered a kit.

New Formats

Future discussion will be needed as new technologies/formats enter library collections.

Example: Would a MP3 disc be considered a soundrecording or an electronic resource? Also, DVD/VHS formats like Pal and NTEC are considerations for catalog records.

Paulette had recently worked on several LP Record bibs and noted that it is important to include whether special equipment is required to play item. Although LPs are a distinct format for sound recording, they are not included in the list of GMD enhancements because they aren't in wide use and the list would be too long if Laser Discs, Beta, etc. were all included.

Catalog Agent/Clients

The Catalog Agent/Client system that was set up is not really being used too much. Sarah said that may change as more agency libraries join the catalog. The goal of the Agent/Client relationship is to ensure that unique Montana items are included in WorldCat. The program requires non-fully cataloging libraries to produce the original records which are then reviewed by a cataloger and submitted to OCLC. The committee recommended that a roving cataloger might be more effective and beneficial for smaller libraries, along with catalog training workshops.

Short bibs. Vs. Full bibs.

(Title Maintenance- Add Brief vs. Permanent Title – Appendix I)

When there isn't a record available to bring in from OCLC, libraries can create an original record in Workflows. If libraries do this, however, it is important to:

1. Bring in an OCLC record when one is available, so that the title will be included in First Search/ILL. Sarah will ask Mike if an annual report of each libraries brief records could be run.
2. Make the record created in Workflows as complete as possible and include:
 - Fixed fields
 - 245-Title
 - 1XX-Author
 - 020-ISBN
 - 260-
 - 300-
 - 700- if more than one author is listed.
 - 6xx- if subjects are included be sure to follow examples (Authorized Subject headings).

Jenny and Roberta will create examples of Brief v. Full bibs. Examples of AV records will also be helpful.

Distinguish between CIRC- Add brief title function and CAT-Add title

- **CAT- Add Title**
These records are sent to OCLC. IF there is enough to match an OCLC record, it will.
- **CIRC- Add Brief Title**
These records are not sent to OCLC. These are fast adds created when items are checked out and it is important to delete them when finished.

Discard-Appendix K (pg. 21)

Jenny and Roberta will revise wording to make more general, as opposed to being specific to Missoula's policy. The difference between DISCARD and REMOVE will also be included.

Updating CIP records- Appendix A (p.7)

When updating the Enc_Lvl of a CIP bib, change "8" to "K"

Note Fields, Awards, Age/Grade level

An Appendix covering these 5XX tags will be added to guidelines.

If a record comes from OCLC with notes, leave them as is.

During the catalog cleanup, 521 (Age/grade level) tags were kept, but there was a lot of variation. Suzanne will work with other school libraries to come up with consistent standards. There was a preference tags 521 vs. 510.

Multiple ISBN's in records (pg. 5)

Records that have both Large type and Regular print ISBN cause problems when other items are brought in. Guidelines will be updated to include: When bringing in a new record, remove ISBNs that don't match GMD of item in hand. (Meaning large print, Soundrecording, etc. not hardback vs. paperback.)

Series Statements-Appendix D (pg. 9)

Discussion about series statements stressed that it's important to be consistent within a series-use either 440 or 490 consistently for all items of that series. When searching MSC, choose 440 if NO other series statements are there.

Whether to including series information in the 245-Title tag with a subfield |n or subfield |v was discussed and it was decided that these would not be included at this time.

Vicki shared that their library includes a statement in the Items Public Note field in WorkFlows. Example: the books Old Yeller and Savage Sam are not sequels in the catalog but Savage Sam does continue the story of Old Yeller.

Further input from OPAC committee is needed in order to consistently show series information. Vicki will provide examples.

035/OCLC Scan Delete

Sarah and Jenny shared about the work being done with OCLC which will produce clean 035 (OCLC#) tags for items. These new "hooks" along with new load options will improve match rates when new libraries join the catalog. The OCLC #'s are especially beneficial for government documents or items without ISBN's.

New Load Options

Jenny went over new load options that will reduce the number of duplicate records brought into the catalog. If anyone is interested in helping new libraries with a "Catalog Barn Raising" let Jenny or Sarah know.

Authority Maintenance

Sarah reviewed our current LTI Authority Maintenance and it was agreed to create a subgroup to investigate other vendors and ways to improve Authority Maintenance. Possible options would be to increase Authority Maintenance to daily or weekly loads and to have trained NACO members do more work within consortium. Jenny is the local NACO reviewer (as time permits).

Representation rollover and Change of Committee Chairperson

Roberta Gebhardt will become the new Catalog committee chair. Vicki Dubbs was nominated the Vice-chair.

Future agenda will be establishment of more formal rules regarding length of terms on committee and size.

Roberta and Jenny will incorporate committee recommendations into the guidelines. Any further suggestions can still be sent to them.

Respectfully submitted,
Carrie Nelson